



IMPORTANT COMMUNICATION: E-LICENSING OFFLINE 7/5/2016

As of **Tuesday July 5, 2016**, the current e-licensing system for ambulance services, education programs and EMS personnel will no longer be available and accessible on-line. The EMSRB is transitioning to a new and improved version of the e-licensing system. This transition will require the current system to be off line during an expected 2-3 month transition period.

This means that ambulance services, education programs, and personnel will no longer be able to submit applications after July 5, 2016, through the current e-licensing system including, license applications, update roster, change in base of operations, and add vehicles applications to name a few.

INITIAL AND RENEWAL APPLICANTS will be required to complete a paper application and submit it to the EMSRB for verification and approval. After July 5th, the application will be available on our [EMS Personnel License page](#).

EDUCATION PROGRAMS must notify the EMSRB of changes in Medical Direction and Program Coordinators. To accomplish this, please complete the [Change in Medical Director/Program Coordinator Form](#). Education Programs will also be required to submit electronically course information according to statute and provide clear instruction to applicants regarding the application process.

AMBULANCE SERVICES must notify the EMSRB of changes in vehicles (additional and replacement ambulances), requests for change in base of operations, and other critical changes to ambulance service information. To accomplish this, paper applications, or in some cases a letter or e-mail notification will need to be submitted. The following paper applications are available on the web-site for use during this transition period.

- [Ambulance Service License Application](#)
- [Additional or Replacement Ambulance Form](#)
- [Variance Application Form](#)
- [PSA Summary Approval Form](#)
- [Medical Director Change Form](#)

The above applications can be sent to the EMSRB at the address at this link: <http://mn.gov/boards/emsrb/contact-us/> or e-mailed to the EMS Specialist assigned to your ambulance service.

The following requests will need to be sent via phone, letter or e-mail to the EMSRB:

- **MNSTAR Orders:** Send request to *Melody Nagy* at 651-201-2802 or by e-mail to melody.nagy@state.mn.us
- **Ambulance Service License or Ownership Change:** Send request to *Rose Olson* at 651-201-2804 or by e-mail to rose.k.olson@state.mn.us
- **Change in Base of Operation:** Send request to *Rose Olson* at 651-201-2804 or by e-mail to rose.k.olson@state.mn.us
- **Roster Updates:** Maintain current rosters in the ambulance service files.

Please Note: Any application which requires a fee such as MNSTAR orders, adding vehicles to the ambulance service fleet, or license applications a fee statement will be mailed to you.

Additionally, due to this transition payment for volunteer education reimbursement will be delayed. You may still submit the forms (<http://mn.gov/boards/emsrb/ambulanceservices/ems-education-reimbursement.jsp>). Until the new licensing system is implemented tested and launched, the EMSRB will not be making payments for volunteer education reimbursement. We will hold any applications submitted until new system is fully implemented.

If you have any questions or need additional information, please contact [EMSRB staff](#). Thank you for your patience as the EMSRB makes this important on-line licensing system transition.